

NYK BUILDING

23 October 1945

Plan for integrating Washington Document Center  
into existing theater agencies.

1. Purpose

It is the purpose of this plan to define the operation of the Washington Document Center (Adv) in Japan for the information of those agencies with whom it will be related.

2. Command

The Washington Document Center (Adv) will be attached for administration and operations to Allied Translation Interpreter Section, SCAP as defined in sub-paragraphs "a" and "b" below:

a. Administration: ATIS will provide billets, messing facilities, transportation, and office space for WDC (Adv).

b. Operations: Chief, WDC (Adv) is in command of all WDC personnel in Japan. His primary mission as defined hereinafter has been established by AC of S G-2, War Department. Any modification of that mission as determined by theater exigencies will be coordinated with the Chief, WDC (Adv).

3. Mission of Washington Document Center (Adv)

Washington Document Center, (Adv) will represent Army, Navy, and civilian government agencies in Japan to assist in the selection of documents, to expedite their evacuation, and to eliminate from evacuation channels material of no value in Washington.

4. Organization of Washington Document Center (Adv)

a. Washington Document Center (Adv) will consist initially of the following:

Army Officers	36	Navy Officers	16
Army EM	22	Navy EM	21
Army } Navy } Linguists	49	Army } Navy } Non-linguists	46
		Total	52 officers
			43 EM

b. Strength may be increased or decreased as requirements in Japan dictate.

5. Plan of Operation

Washington Document Center (Adv) in coordination with ATIS and Chief, War Department Intelligence Target Section, perform the following functions:

- a. Establish central document clearing point in NYK Building, Tokyo, to receive all documents selected in the field, disseminate shipping advices to all information collection agencies in Japan, and evacuate screened documents to WDC, Washington, D. C.
- b. Technical specialists on Washington Document Center (adv) staff will maintain liaison with War Department technical teams in Japan to insure dissemination of document information for the purpose of avoiding duplication and insuring expeditious evacuation of high priority documents.
- c. Screening teams from Washington Document Center (Adv) will assist ATIS screening agencies with occupation forces to represent War Department requirements in document selection. Pursuant to SOPI, No 4 and Blacklist, ATIS personnel will select and evacuate documents from occupation force level to Tokyo. Further, ATIS personnel will accompany all intelligence teams operating in Japan and Korea. WDC teams will reinforce ATIS in these efforts.
- d. Maintain document information center for the service of intelligence teams. This center will advise collecting agencies of the volume and quality of material on hand or evacuated relating to subjects of interest to the collecting agency.

6. Flow of Documents

Under this plan the flow of documents will be as follows:

- a. Document selected by intelligence team at target site. This team will include ATIS representative. Documents required by War Department Intelligence Target Section will be selected by occupation force commander utilizing ATIS personnel.
- b. Proper form will be completed, and document turned over to ATIS representative in the field.
- c. Document will be evacuated to ATIS by Division, Corps, etc. At Division, Corps, and Army Headquarters, WDC team will reinforce ATIS strength. These teams will screen documents in evacuation process, and provide representation of War and Navy Department interests at target site, to insure detailed dissemination of requirements.
- d. Document will arrive at ATIS, Tokyo through normal channels.
- e. ATIS will screen documents for theater intelligence purposes, extracting such documents as are appropriate to theater needs.

f. Documents of no value to theater will be turned over at ATIS to WDC (Adv) who will screen documents for the purpose of orderly exchange of information among War Department collection agencies in Japan. Documents will be prepared for shipment by WDC (Adv).

g. WDC (Adv) will publish shipping advices to all information collection agencies in Japan, and sufficient time will be allowed prior to shipment to permit all local agencies to exploit document in Japan before shipment when appropriate. Photostating and microfilming will be provided at ATIS when necessary.

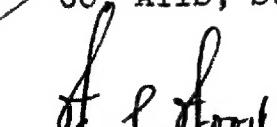
h. Documents will then be evacuated to Washington by WDC (Adv).

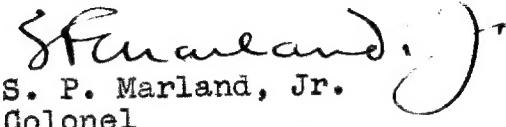
i. Documents will be made available to all authorized agencies in Washington Document Center Library after scanning and indexing has been completed in Washington.

7. Upon completion of evacuation of the bulk of desired documents, as determined by War Department collecting agencies and War Department Intelligence Target Folders, the WDC (Adv) will be gradually withdrawn to Washington where it will assume the mission of detailed exploitation of evacuated material.

The provisions of this plan are agreeable to the undersigned, and are believed to be practicable in terms of the respective offices below:

  
S. F. Mashbir  
Colonel  
CO, ATIS, SCAP

  
W. S. Wood  
Colonel  
Chief, War Dept Intell. Target  
Section

  
S. P. Maryland, Jr.  
Colonel  
Chief, WDC (Adv)

Office of AC of S G-2 SCAP

24 October 1945

Approved:

  
Charles Willoughby  
Major General, AC of S G-2 SCAP